



## REQUEST FOR PROPOSAL (RFP) FOR GRANDSTAND/BLEACHER SERVICES

**RFP Title:** North Bleacher replacement - Fairgrounds

**RFP Response Due Date and Time:**  
5:00 p.m., Mountain Time/ March 12, 2020

**Number of Pages**  
(including cover): 9

**Issue Date:**  
Feb 18, 2020

### ISSUING AGENCY INFORMATION

**Flathead County Commissioners Office**  
800 South Main Street, Room 302, Kalispell, MT 59901

**Single Point of Contact (SPOC):** Mark Campbell: (406) 758-5810, [macampbell@flathead.mt.gov](mailto:macampbell@flathead.mt.gov)

**Website:** <https://flathead.mt.gov/fairgrounds/northbleachers.php>

### INSTRUCTIONS TO FIRMS

**Return Sealed Proposal to:**  
Mark Campbell  
Flathead County Commissioners Office  
800 South Main Street, Room 302  
Kalispell, MT 59901

**Mark Face of Envelope/Package with:**  
  
***RFP Response-North Bleachers***

**Special Instructions:**

### FIRMS MUST COMPLETE THE FOLLOWING

**Firm Name/Address:**

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Signature)

**Print name and title and sign in ink. By submitting a response to this RFP, offeror acknowledges it understands and will comply with the RFP specifications and requirements.**

**Type of Entity (e.g., corporation, LLC, etc.)**

**Phone Number:**

**E-mail Address:**

**FAX Number:**

**FIRMS MUST RETURN THIS COVER SHEET WITH RFP RESPONSES**

## **REQUEST FOR PROPOSALS (RFP) FOR GRANDSTAND/BLEACHER SERVICES**

The Flathead County Board of Commissioners is requesting statement of qualification proposals from firms interested in providing design, engineering, and installation services to Flathead County pursuant to the requirements of Section 18-8-201 *et seq.*, M.C.A. Services needed include design, construction plans, engineering stamps, material manufacturing, installation and complete construction of bleachers at the Flathead County Fairgrounds, 265 N Meridian, Rd, Kalispell, Montana. Bleachers will consist of 1,750 +/- aluminum plank seats (or better) built on an I-Beam construction format, handicapped access and seating, and all safety protections required by current code. (Please reference attachments to view preliminary building elevations and location). Construction will ideally begin in June of 2020 and be completed by August 1<sup>st</sup>, 2020.

**RFP Submittal Terms:** The Single Point of Contact (SPOC) for this solicitation is:

Mark Campbell, Fairgrounds Manager  
Flathead County Fairgrounds, 265 N Meridian Rd, Kalispell, MT 59901  
(406) 758-5810, [macampbell@flathead.mt.gov](mailto:macampbell@flathead.mt.gov)

A Pre-Proposal Conference and facility tour will be conducted at **10 am, Monday, March 5, 2020 in the Flathead County Fairgrounds Office**, 265 N Meridian Rd, Kalispell, MT. All firms interested in submitting a proposal are encouraged to attend.

- Questions about this RFP must be submitted via e-mail or in writing to the SPOC by **March 6, 2020**. No additional project questions will be addressed after this date. A Response addendum listing all questions received and Flathead County's responses will be posted by **March 9, 2020** on the Flathead County webpage at: <https://flathead.mt.gov/fairgrounds/northbleachers.php>.
- **Proposals must be submitted to the SPOC no later than 5:00 pm on March 12, 2020.**
- **Three (3) copies** of the RFP response proposal must be submitted as well as **one (1) electronic copy**.
- Please label outside of response package envelope as: **RFP Response-North Bleachers**
- Proposals are scheduled for opening by the Board of Commissioners at **9:15 am, March 16, 2020** in the Commissioners Chambers.

### **TARGET SCHEDULE OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
<b>Pre-Proposal Conference</b>	<b>March 2, 2020</b>
<b>Deadline for Receipt of Written Questions on RFP</b>	<b>March 6, 2020</b>
<b>RFP Question Responses Posted on County Website</b>	<b>March 9, 2020</b>
<b>RFP Proposals Due to Commissioners Office</b>	<b>March 12, 2020</b>
<b>Intended Date for Contract Award</b>	<b>March 18, 2020</b>
<b>Finalized Design/Construction documents due:</b>	<b>May 1, 2020</b>
<b>*Remodel Kick-Off</b>	<b>June 14, 2020</b>
<b>Project Completion</b>	<b>August 1, 2020</b>

## REQUEST FOR PROPOSALS (RFP) FOR GRANDSTAND/BLEACHER SERVICES

---

***\*Project site is unavailable June 4-5 and June 13-14 due to previously scheduled events. Existing seating capacity of 1,750 must be available for these events. If timing for construction between June 14<sup>th</sup> and August 1<sup>st</sup> is not sufficient, submit RFP per instructions with a statement as such clearly outlined in proposed time-line and proposal. Alternative is for design and engineering to be completed and construction to follow beginning August 24<sup>th</sup>, 2020.***

### BACKGROUND INFORMATION

With 118 years of tradition, the NW Montana Fair & Rodeo comes alive each year in August featuring three nights of PRCA Rodeo action, huge concerts, exciting carnival rides and fabulous fair food. Fair highlights include amazing local talents, the Friday Fair parade in downtown Kalispell, the Livestock Show and Sale, and more than 100 commercial exhibitors. The heart of the NW Montana Fair is over 8,000 hand-crafted exhibits showcasing the interest, talent, and passion of our regional residents. From quilts to mini-horses, flowers to rabbits, you're sure to experience blue-ribbon displays throughout the fair. The Fairgrounds is also a year-round event center with more than 220 events held each year.

The north grandstand to be replaced is part of the main arena, directly adjacent to the main grandstands, with 1,750 bench style wood seats, constructed nearly 60 years ago.

### SCOPE OF WORK FOR GRANDSTAND/BLEACHER SERVICES

The basic services to be provided will include design and engineering services in addition to construction and oversight for the Flathead County Fairgrounds, north bleacher project.

- ☐ Design bleachers to include structural engineering, removal of existing structure, and installation of proposed bleachers;
- ☐ Work with stakeholders to determine most appropriate final design;
- ☐ The City of Kalispell Planning Department will require a permit be issued for this project. A full set of final design drawings will be required for issuance. Fair will work closely with Contractor on submission and approval process. Cost of permit shall be paid by the County.

## **REQUEST FOR PROPOSALS (RFP) FOR GRANDSTAND/BLEACHER SERVICES**

---

- ☐ Provide construction engineering including regular on-site supervision of construction work, facilitating and recording construction meetings, construction administration and preparing inspection reports;
- ☐ Assure project compliance with all federal and state labor standards as applicable, including reviewing payroll reports to assure compliance with prevailing wage requirements; assuring that required equal opportunity, labor standards, and wage determinations have been posted; and conducting regular on-site interviews with a representative sample of sub-construction personnel (working for any contractors and/or subcontractors) to assure compliance with federal Davis-Bacon and or state prevailing wage labor standards.
- ☐ Provide quality control to ensure any contractors and subcontractors are providing materials, labor and products consistent with what is identified in the design and specifications;
- ☐ Provide quality control to ensure compliance with technical specifications and conformance with all codes and standards;
- ☐ Review and submit all contractor requests for payment and submit approved requests to Flathead County for payment processing;
- ☐ Provide one complete set of as-built, reproducible plan drawings to the County upon project completion; and
- ☐ Conduct final inspection and testing.

### **STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA**

#### **Pre-Proposal Conference**

An optional Pre-Proposal Conference and site tour will be conducted on March 5, 2020 at 10:00 am. The Pre-Proposal Conference and site tour will begin in the Flathead County Fairgrounds Office, 265 North Meridian Rd, Kalispell, MT. Firms are encouraged to use this opportunity to ask clarifying questions, obtain a better understanding of the project, and to notify the County of any ambiguities, inconsistencies, or errors discovered upon examination of this RFP. All responses to questions during the Pre-Proposal Conference will be oral and in no way binding to the County. Participation in the Pre-Proposal Conference is optional; however, it is advisable that all interested parties participate.

## **REQUEST FOR PROPOSALS (RFP) FOR GRANDSTAND/BLEACHER SERVICES**

---

### **Proposal Submittal:**

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Respondents should submit three full copies of their RFP response proposals and one electronic disk copy to the single point of contact for this solicitation by **5:00 pm, March 12, 2020. No late, faxed, or email proposal submittals will be accepted.** Proposals should not exceed a total of 20 one-sided pages, excluding a one-page cover letter and personnel resumes. Minimum font size for all text is 12 point. Questions about the RFP must be submitted via e-mail or in writing to the single point of contact on or before March 6, 2020. A Response Addendum listing all questions received and Flathead County's responses will be posted by March 9, 2020 on the Flathead County webpage at: <https://flathead.mt.gov/fairgrounds/northbleachers.php>. It is the responsibility of each firm to check the website if they are interested in the questions received and the responses provided by Flathead County.

Subject to exceptions provided by Montana Law, all information received in response to this RFP, including copyrighted material is public information. Proposals will be made available for public viewing and copying shortly after the proposal opening date of March 16<sup>th</sup> after 9:45 am. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFP responses for interested parties to review during regular business hours at the Flathead County Fairgrounds Office, 265 N Meridian Rd., Kalispell, MT. If interested parties would like a copy of the RFPs, they will be emailed upon request.

### **Proposal Content:**

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Responses should include:

- 1) The firm's legal name, address, telephone number and principal contact e-mail address (use cover sheet);
- 2) The principal(s) of the firm and their experience and qualifications;
- 3) The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
- 4) A description of the firm's prior experience, including design and construction management of any similar renovation projects, location of project, and total construction cost;
- 5) A description of the firm's current work activities and how these will be coordinated with the project, as well as the firm's anticipated availability during the term of the project;
- 6) The proposed work plan and time schedule for activities to be performed;

## **REQUEST FOR PROPOSALS (RFP) FOR GRANDSTAND/BLEACHER SERVICES**

---

- 7) A Sealed Financial Proposal Form detailing design, engineering, and construction of replacement grandstands that meets or exceeds requirements of the County for replacement, and;
- 8) A minimum of three references that are knowledgeable regarding the firms recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for proposal disqualification).

### **Evaluation Criteria:**

Respondents will be evaluated and scored according to the following factors:

- 1) The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 15%
- 2) The consultant's capability to meet time and project budget requirements including the availability of personnel to respond and provide services in a timely manner– 10 %
- 3) Related experience on similar projects – 10%
- 4) Present or projected workload that would affect completion of the project – 5%
- 5) Sealed Financial Proposal Form – 60%

### **GRANDSTAND/BLEACHER FIRM SELECTION PROCESS**

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on items 1-4 of the stated evaluation criteria provided. Those firms scoring a minimum of 30 points (%) will then have their sealed financial proposal opened and scored using a system with the lowest financial proposal receiving 60 points (%). Remaining financial proposals will then be ranked from lowest to highest and points assigned based on the percentage compared to lowest dollar proposal. If interviews for clarification or further detail are deemed necessary by County, finalists will be encouraged to bring renderings/photos of related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked proposing firm. The contract will be awarded upon reaching a final agreement on all timing and proposal matters, using the RFP submitted as an addendum. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

## **REQUEST FOR PROPOSALS (RFP) FOR GRANDSTAND/BLEACHER SERVICES**

---

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on compensation submitted for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves planning, construction, and overall management of the project to completion. No future work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Flathead County are minimally required to provide independent contractors insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of work compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.





## **REQUEST FOR PROPOSALS (RFP) FOR GRANDSTAND/BLEACHER SERVICES**

---

### **FLATHEAD COUNTY INDEPENDENT CONTRACTOR REQUIREMENTS**

In order for Flathead County to utilize the services of an Independent Contractor, certain forms must be on file as noted below regarding insurance coverage, licensing, and tax identification numbers. An Independent Contractor is an individual or business that performs services for Flathead County and bills the County for those services.

#### **INSURANCE COVERAGE:**

As part of Flathead County's Risk Management Program, Independent Contractors must submit proof of commercial insurance coverage before they perform work for the County. The proof of commercial insurance coverage should be filed in the Flathead County Human Resource Department and must contain active coverage on all of the following items during the time they are providing the service:

1. Commercial General Liability Insurance with a minimum limit of \$1,000,000 per occurrence. 'Flathead County' (without a specific department designation) must be listed as additional insured. Claims made forms are not acceptable.
  - a. Professional Liability Insurance with a minimum limit of \$1,000,000 per occurrence will be required for professional services, such as auditing or consulting.
2. Auto Combined Single Liability with a minimum limit of \$1,000,000 per accident.
  - a. On a case-by-case basis, a lower amount of auto coverage may be approved by the Risk Management Committee. The request for a lower auto coverage amount should be submitted to the Flathead County Human Resource Department along with a draft contract of the work to be performed. You should not allow work to be performed with auto coverage less than \$1,000,000 per accident until you obtain the Risk Management Committee approval.
3. Workers' Compensation coverage, or an Independent Contractor Exemption Certificate that indicates the applicable work being performed.

An Excess/Umbrella Liability policy may be used to supplement the general liability insurance coverage and/or the auto liability coverage, in order to match or exceed the minimum dollar limits listed above. The Excess/Umbrella Liability policy may not be used in place of Workers' Compensation coverage or an Independent Contractor Exemption Certificate.

#### **LICENSING:**

Some professions require a license, such as electricians, plumbers, and accountants. If a license is required for the services being performed, the applicable unexpired license should be submitted and filed in the Flathead County Human Resource Department before any work is performed.

#### **TAX IDENTIFICATION FORM:**

A W-9 form must be completed and on file in the Finance Department regarding the person or business being paid.

---

		
Pamela J. Holmquist / Chair	Calvin L. Scott / Member	Gary D. Krueger / Member

Date: 12/10/13



## REQUEST FOR PROPOSALS (RFP) FOR GRANDSTAND/BLEACHER SERVICES

---

Financial Proposal Form  
RFP – Grandstand/Bleacher Services

Flathead County Fairgrounds  
265 N Meridian Rd Kalispell, MT 59901

I, \_\_\_\_\_, propose the following bid price to complete the work identified in RFP – Grandstand/Bleacher Services as outlined within.

Price: \_\_\_\_\_

Alternatives (defined):

1) \_\_\_\_\_ (add deduct) based on

\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_ (add deduct) based on

\_\_\_\_\_  
\_\_\_\_\_

(use additional sheet for further explanation or alternatives)

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Dated